**PRIVACY STATEMENT**

 **for the purpose of**

 **processing personal data RELATED to DRIVER MANAGEMENT by THE European Union Rule of Law Mission in Kosovo**

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| 1. **INTRODUCTION**
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| **The protection of your privacy including your personal data is of great importance to the European Union and to the CSDP European Union Rule of Law Mission in Kosovo (hereafter “Eulex Kosovo ”) When processing personal data we reflect the provisions of the charter on Fundamental Rights of the European Union, and in particular its Article 8. This privacy statement describes how Eulex Kosovo processes your personal data for the purpose it has been collected and what rights you have as a data subject.** **Your personal data is processed in accordance with the principles and provisions laid down in the pertinent legislation on data protection, including the Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing regulation (EC) no 45/2001 and decision no 1247/2002/EC as of 11 December 2018, aligned with the provisions of the general data protection regulation (EU) 2016/679 and in accordance with the CivOpsCdr instruction 12-2018 and with the Eulex Kosovo Standard Operating Procedure(SOP) on the protection of personal data .****The Mission aims at implementing data protection fully in line with the standards set out in the new legal framework using flexible privacy friendly tools with appropriate safeguards. All data of a personal nature - namely data that can identify you directly or indirectly - will be handled fairly and lawfully with the necessary care.**  |
| 1. **PURPOSE OF THE PROCESSING OPERATION**
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| The main purpose of the data processing activity is to ensure that the duty vehicles will be driven in line with the host country legislation regulations and EULEX Kosovo internal regulations, and to ensure proper use of Mission vehicles and to reimburse the private use of Mission vehicles. |
| 1. **DATA PROCESSED**
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| The data, including personal data, which may be processed for the purpose may be the following: * Date of conducting and passing the EULEX Kosovo vehicle induction training
* Drivers’ full names
* Driver’s photo
* Driver’s place of birth
* Driver’s date of birth
* Driving licence issuing and expiring dates, issuing authority
* Opened Driving categories
* Date of private trip
* Mileage driven
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| 1. **CONTROLLER OF THE PROCESSING OPERATION**
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| The Controller determining the purpose and the means of the processing activity is the CSDP Mission EULEX Kosovo. The EULEX Kosovo section responsible for managing the personal data processing is the TRANSPORT UNIT under the supervision of the Head of Mission or the Deputy acting on his/her behalf. |
| 1. **RECIPIENTS OF THE DATA**
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| The recipients of your data may be* Head of Mission or the Deputy acting on his/her behalf
* Authorised Transport Unit Staff
* Authorised HR Staff
* Authorised CIS Staff
* Ex-ante verification officers are provided, on a monthly basis, with the declarations from Mission members in order to verify the reimbursement
* Ex-post Financial Controller and auditors are provided with reports if needed for internal or external financial control or audits.

The given information will not be communicated to third parties, except where necessary for the purposes outlined above. |
| 1. **PROVISION, ACCESS AND RECTIFICATION OF THE DATA**
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| You have the right to access your personal data and the right to correct any inaccurate or incomplete personal data, as well as to request the removal of your personal data, if collected unlawfully, which will be implemented within one month after your request if deemed legitimate. If you have any enquiries concerning the processing of your personal data, you may address them to the functional mailbox:**info@eulex-kosovo.eu**   |
| 1. **LEGAL BASIS for the processing operation**
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| Legal basis in addition to the abovementioned data protection legislation:* Council Joint Action 2008/124/CFSP, dated 04 February 2008 together with subsequent Council Joint Actions and Decisions amending and extending Joint Action 2008/124/CFSP, the latest being Council Decision (CFSP) 2021/904
* Revised Operational Plan (EEAS(2021/540 dated 18/05/2021)
* Civilian Operations Commander Instruction 12/2018 on the SOP on Personal Data Protection
* EULEX Kosovo SOP on Data Protection (2019-EULEX -0002-01)
* SOP on EULEX Vehicle (2016/EULEX/0011-01)

Personal data is processed for executing the Mission mandate.  |
| 1. **TIME LIMIT FOR STORING DATA**
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| The retention period for the data is 5 years, unless the data is needed for a legal process or a damage claim. In case data is needed for a legal process or damage claim, the relevant data may be retained beyond the normal retention periods for as long as it is necessary in order to complete the process. In case of security incident/criminal investigation concerned data is under specific legislation (Kosovo or EU Member State). With regards to the reimbursement of private use, the data retention period is according to the Finance regulations.Security of data: Appropriate organisational and technical security measures will be ensured according to the relevant data protection rules and procedures* to prevent any unauthorised person from gaining access to computer systems; any unauthorised reading, copying, alteration or removal of storage media; any unauthorised memory inputs; any unauthorised disclosure, alteration or erasure of stored personal data; unauthorised persons from using data-processing systems by means of data transmission facilities;
* to ensure that authorised users of a data-processing system can access no personal data other than those to which their access right refers; the possibility to check logs; and that personal data being processed on behalf of third parties can be processed only on instruction of the controller; furthermore that, during communication or transport of personal data, the data cannot be read, copied or erased without authorisation;
* to record which personal data have been communicated, at what times and to whom.

Outline of Security Measures *Electronic Files:* The collected personal data are stored on the servers that abide by the pertinent security rules.Personal data will be processed by assigned staff members. Files will have authorised access.Measures are provided to prevent non-responsible entities from accessing data.General access to all collected personal data and all related information is only possible to the recipients with a UserID / Password.*Physical Files:* When not in use, physical copies of the collected personal data will be stored in a properly secured and locked storage container.  |
| 1. **DATA PROTECTION CONTACT: MISSION DATA PROTECTION ADVISOR**
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| In case you have questions related to the protection of your personal data, you can also contact the Mission Data Protection Advisor (MDPA) – Legal Adviser - at the functional mailbox of the mission: **MDPA@eulex-kosovo.eu** |
| 1. **RECOURSE**
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| You have at any time the right of recourse that you may send to the Head of the Mission within EULEX Kosovo, with the MDPA (Legal Adviser) in copy.  |